

**DUTY STATEMENT**

<b>Classification:</b> Electrical Engineer	<b>Position No.</b> 420-3613-
<b>CBID:</b> R09	<b>Office:</b> Standards Implementation
<b>Date Prepared:</b> December 10, 2014	<b>Division:</b> Efficiency
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

The Electrical Engineer is under the direction and supervision of the Energy Commission Supervisor II (Efficiency) in the Standards Implementation Office of the Efficiency Division. The incumbent will independently perform less complex field engineering tasks and prepare detailed energy efficient electrical engineering analysis, technical studies and investigations for residential and nonresidential building design. The incumbent serves as a technical resource person in the Outreach and Education Unit to provide interpretation and training on the residential and nonresidential building energy efficiency standards and makes recommendations on specific electrical engineering problems related to building energy efficiency standards implementation. The incumbent will also serve as a primary contact for stakeholders and other government entities when responding to technically complex inquiries and when providing technical assistance and training.

**WORKING CONDITIONS:** The work is performed primarily in an office, conference room and hearing room environment. It may require standing and walking, as well as sitting for long periods of time. Some travel is required to attend off-site meetings or participate in conferences, workshops and hearings. Additional hours beyond an eight hour workday or 40-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as word processing, electronic mail, WebEx and Internet browsers.

**DUTIES AND RESPONSIBILITIES:**

- 20% Perform a wide variety of field and office electrical engineering assignments pertaining to electrical engineering design for, and compliance with, the building energy efficiency standards. Prepare complete and comprehensive engineering reports that include engineering specifications for residential and nonresidential building efficiency measures, incorporating calculation methods. Evaluate the economic impact and energy savings of alternative building designs and technology for the development of energy analysis computer programs and for determining the impact of energy efficient building design. (E)
- 20% Perform electrical engineering research work and develop technical educational materials to support implementation of the building energy efficiency standards and energy analysis computer programs used for determining compliance with the residential and nonresidential building regulations. (E)
- 20% Prepare complete electrical engineering responses for highly technical correspondence and phone inquiries about building designs, drawings and specifications from building officials and the building industry. (E)

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- 15% Serve as a technical resource, advise management and Commissioners, provide professional engineering advice, and prepare and present expert witness testimony on complex residential and nonresidential building design issues. (E)
- 10% As contract manager, responsibilities include managing complex engineering contracts to develop building designs and specifications, preparation of RFP's, conducting bidders' conferences, bidder evaluations and selection, negotiation of work statements, deliverables, financial charges, preparation of contracts and request memos, assigning work, monitoring work progress, processing invoices, tracking expenditures and preparing required documentation. (E)
- 5% Respond to requests for technical engineering assistance and information from the public, governmental agencies, utilities, and other organizations interested in energy efficiency policy, programs, and technologies. (E)
- 5% Organize, conduct, and participate in workshops, hearings, conferences, briefings and training sessions. (M)
- 5% Perform other duties as required consistent with the specifications of this classification. (M)

<b>SIGNATURES</b>	
<b>I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position</b>	
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between;"> <span><b>Vacant</b></span> <span>Date</span> </div> <span>Electrical Engineer</span>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between;"> <span><b>Christopher Olvera</b></span> <span>Date</span> </div> <span>Energy Commission Supervisor II (EFF)</span>